

## 90-700.16. STUDENTS

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### A. General

This section provides information on the treatment of students in the GR Program.

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### B. Policy

All AB or AB with restrictions full-time college/university students shall be ineligible to receive GR. The restriction shall not be applied to UE, IP, or IAP students. All eligible students (whether part-time or full-time, AB, UE, IP, or IAP) shall be required to apply for any available student income.

Full-time high school students will receive their prorated grant for the first month upon being found eligible. The full monthly grant (maximum grant less any income, including the Medical In-Kind) will be issued by EBT once each month thereafter as long as the student cooperates and remains eligible. Continued eligibility is verified each month. School verification is due each month with the CW 7. If continued eligibility exists, the aid payment for the future month will be generated.

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### C. Definitions

The table below shows definitions of some terms used in this section.

Term	Definition
Ineligible students	Include full-time, AB or AB with restrictions students enrolled or attending a college or university (or other institution) in a program leading up to a post-secondary or graduate degree, and part-time college/university students who are enrolled in week-day classes between the hours of 6:00 AM and 6:00 PM.
Post-secondary education	Includes all State Colleges and Universities and all similar private facilities engaged in providing educational opportunities leading to a post-high school degree. Post-secondary education shall not include GED or Adult Education Programs.

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### Definitions (continued)

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Term	Definition
Full-time students	<ul style="list-style-type: none"><li>• 12 semester units;</li><li>• 12 quarter units;</li><li>• 24 clock hours per week;</li><li>• 24 semester credit hours; or</li><li>• 36 quarter credit hours.</li></ul>
Part-time students	Attend school less than full-time as defined above.

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### D. AB College Students

- All full-time AB or AB with restrictions college students are ineligible for GR.
  - Part-time AB or AB with restrictions college/university students who attend classes on weekdays between 6:00 AM and 6:00 PM are ineligible to GR.
  - Full-time AB or AB with restrictions students shall not be eligible for GR during periods of school recess during the school year (for example, Easter, Christmas, semester breaks). However, during periods of summer vacation, the student may be eligible for GR, but there must be a sufficient time period (minimum of 12 workdays) before school reconvenes to allow the applicant to complete the Employable Program requirements.
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### E. High School Students

- Full-time, AB or AB with restrictions high school students (as defined by the school) shall be exempt from WP assignment. These students are required to complete 12 JS contacts per month.
  - Part-time, AB or AB with restrictions high school students (as defined by the school) shall be required to complete a WP assignment, and a reduced JS consisting of the submission of two written employment applications to two separate potential employers. All other JS requirements apply.
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### High School Students (continued)

- Part-time high school students shall be found to have good cause for failing to accept a bona fide offer of employment if the employment would conflict with high school classes.
  - Verification of high school status and attendance shall be provided by the applicant on Form 11-53 HHSA. That form is provided to the applicant by the Pre-application worker during the Pre-application interview. Thereafter, this form is provided monthly for completion.
  - High school students shall not be considered exempt from any Employable Program requirements during summer vacation.
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### F. Student in Trade, Technical, Vocational or Rehabilitative Training

Full-time or part-time, AB or AB with restrictions students participating in approved unpaid Trade, Technical, Vocational or Rehabilitative training programs must complete the WP and JS. There is no WP or JS exemption for these students.

These students may maintain eligibility for a maximum of six months, or upon completion or termination of the training program, whichever occurs first.

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### G. Examples of Acceptable Training Programs

Examples of acceptable Trade, Technical, Vocational, or Rehabilitative training programs or schools may include any nonacademic school or training program which is centered on teaching a job skill rather than education. These types of school/training may include:

- Business, Secretarial, and Court Reporting Schools
  - Computer Technology Training
  - Cosmetology, Beauty, Barber, and Modeling Schools
  - Drafting, Insurance, Real Estate, Management, and other professional schools or training programs
  - Vocational training programs offered through junior or community colleges
  - Industrial Arts and Trades Schools
  - State Department of Rehabilitation programs for the handicapped (physical or mental disabilities)
  - ROP classes
  - Vocational Training offered through other agencies.
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### H. Examples of Unacceptable Training Programs

The following are examples of training programs which are not acceptable:

- Classes or programs of instruction leading to a post-secondary or graduate degree or certificate programs
- Correspondence or home study courses
- Television courses
- Bible Training or religious schooling.

Questionable school or training programs shall be reviewed and approved or disapproved by the FRC Manager or Assistant Manager, based upon individual case circumstances.

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### I. RES/WIA Participants

WP and JS requirements will be deferred for RES and WIA participants.

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### J. Verification of Training

Verification of participation and attendance in training programs shall be provided by the applicant on Form 11-53 HHSA. The form shall be provided to applicants by the Pre-application worker during the Pre-application interview. Thereafter, the 11-53 HHSA will be issued with the CW 7 for the following month. The 11-53 HHSA must be turned in monthly.

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### K. Students in ESL

Students attending and participating in ESL classes at least 15 hours per week, who do not speak either English or Spanish, and who are within their first 24 months of their date of entry, shall be required to complete a WP assignment and all JS requirements.

Students in ESL who have a conflict with WP hours, shall be assigned to evening or weekend WP sites when those work sites are available. There is no WP exemption for students in ESL.

Examples of various types of approved ESL classes include:

- Orientation ESL
  - Beginning ESL
  - Intermediate ESL
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### **Students in ESL (continued)**

ESL classes may be conducted by Community Colleges, or other institutions.

Verification of ESL status and attendance shall be provided by the applicant on Form 11-53 HHSA. The form shall be provided to applicants by the Pre-application worker during the Pre-application interview. Thereafter, the 11-53 HHSA will be issued for the following month.

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### **L. Sanction Policy**

Students attending high school, training programs, or ESL classes, who have an exemption or reduced JS requirements, and who fail, without good cause, to attend high school, training programs, or ESL classes, shall be temporarily ineligible for further GR as an Employable recipient for a period of one month.

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### **M. Good Cause for Non- attendance**

Because school programs require more hours of attendance than normal WP/JS, greater flexibility shall be allowed for nonattendance. In general, two days absence per month may be allowed without good cause. More than two days of absence shall require good cause or a one month sanction shall be applied.

Good cause for nonattendance may include verification of the following circumstances beyond control of the recipient:

- a medical emergency, hospitalization, or doctor's appointment or personal/household illness or crisis on the day of the absence.
  - that the recipient was Incapacitated during the absence.
  - incarceration, arrest, jail or required court related appointments, such as appointments with attorneys, probation or parole officers, or appearances in court.
  - a job interview.
  - that the applicant started a job or paid training, or had a temporary job.
  - circumstances beyond the recipient's control that would indicate other substantial and compelling reasons for failure to attend. These situations shall be reviewed by the FRC Manager.
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### Good Cause for Non- attendance (continued)

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If ...	Then the ...
there was no good cause,	worker must evaluate if the failure to attend was due to negligence. This means nonattendance due to carelessness, haste, oversight, forgetfulness, lack of attention, or misunderstanding from an individual who is willing to comply with program requirements.
no good cause is found and there was no negligence,	nonattendance is willful and the sanction may be imposed.

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### N. Student Re- applications

When a student's case closes and the student then reapplies for GR, a Form 11-53 HHSA must be submitted for the month of discontinuance so a determination can be made if continued eligibility existed or if a one month sanction should be applied.

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